REGULATION
NO.

MANAGEMENT PROGRAMS
Draft 4/15/55

RECORDS MANAGEMENT

Records Systems

CONTENTS

1. GENERAL

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This Regulation implements the basic policies and responsibilities of
R[   ]as they apply to administering a continuing Agency-wide Records
Systems Program.

2. SCOPE

All components of the Agency at Headquarters and [   ] over-   STAT
seas installations, except operational projects of the Deputy Director
(Plans), are subject to this Regulation which concerns the selection
and application of Records Systems as defined in Paragraph 3.

3. DEFINITIONS

For the purposes of this Regulation, Records Systems encompasses all
record systems, practices and devices in common use commercially and in
government agencies which can be adapted to solve record problems of the
Agency. These systems, practices and devices include, but are not
limited to, the following examples:

     a. Record Maintenance - Filing and Coding Systems, Automatic and
Manual Sorting Devices, non standard cabinets employed in the operation
of a system;

     b. Mail Handling - Control, Logging and Receipting Systems, Count-
ing, Sorting and Opening Devices;

     c. Records Reproduction - Microfilming and Photocopying;

     d. Posting and Recording - Business Machines, Microfilm Equipment;

     e. Communications - Automatic Communication Devices.

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4. POLICY

It is the policy of the Agency to promote the profitable application of record systems to the record operations of the Agency.

5. RESPONSIBILITIES

a. The Chief, Management Staff, is responsible for:

(1) Conducting studies of records systems in order to determine possible applications in the Agency and, in collaboration with other appropriate technicians act as record systems advisor in connection with the selection, installation and utilization of such systems.

(2) Promote record systems applications through the development and dissemination of guides illustrating techniques and devices for solving record problems.

(3) Conducting surveys of record problems in collaboration with appropriate representatives of affected Agency components in order to recommend more efficient systems; assist in preparing justifications for the purchase of recommended devices; and assist in installing approved systems and devices.

b. The DD/I, the DD/P and the DD/S or their designees, are responsible for a continuing reviews of record operations to assure performance in the most efficient and economical manner, and for requesting technical assistance from the Chief, Management Staff, in the study of suspected problem areas.